

OFFICE OF COLLECTION AND DISSEMINATION

DISSEMINATION STUDY NO. 9

28 JUL 1947

SUBJECT: Reproduction of Intelligence Information.

REFERENCE: a. Tab B attached to OCD memorandum for Chief, ICAPS  
subject: Dissemination Procedures, dated 6 December 1946  
b. Dissemination Study No. 8 and material pertaining  
thereto.

I - The Problem

1. Reference b. resulted in the preparation of a proposed plan for dissemination of intelligence information (excluding cables) through the means of a centralized Interdepartmental Reading Panel. This plan was presented to working level representatives of the IAB agencies and interested CIG offices at a meeting of 2 May 1947. On 16 May 1947, a second meeting was held at which the IAB representatives expressed their opinions as to potential improvements in dissemination which could be made by the plan.

2. As each representative on the working level expressed his opinion of the CIG plan for centralized interdepartmental dissemination, it became obvious that each IAB agency was confronted with a common problem; namely, the expeditious reproduction of intelligence information materials. In response to a question by the Assistant Director, Collection and Dissemination, all present agreed that the reproduction problem was one which should be explored thoroughly and as a matter of priority. Such exploration should be made before further formal action was taken to implement the centralized interdepartmental dissemination plan.

3. Since the meeting, progress toward an Interdepartmental Reading Panel has been retarded by the inadequacy of space allotted to OCD in the South Building. However, study of reproduction possibilities has continued, and the point reached where it is now possible to provide systematic - although limited - reproduction aid to the IAB agencies to facilitate interdepartmental dissemination of their material. A formal offer has been sent to each, and the Dissemination Branch is prepared to place the system in motion as soon as favorable replies are received. Meanwhile, the study should continue to explore fully the ultimate reproduction load CIG may have to undertake in order to achieve maximum efficiency of dissemination of CIG material, as well as to facilitate inter-agency dissemination. This study should be based on the assumption

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that the interdepartmental reading panel will materialize. As a corollary, the study should also provide the basis for part of the budget estimate which OCD will be called upon to submit about the middle of August. This office desires to include an estimate of funds to cover installation of adequate modern reproduction equipment needed to bring CIG to a high degree of efficiency.

## II - Directive

4. The Dissemination Branch will prepare a study of this problem to include suitable recommendations for CIG action. The study will cover the following points:

- a. Type and amount of reproduction assistance (estimated number of pages) that can be afforded the IAB agencies by existing CIG facilities.
- b. Type and amount of reproduction assistance (estimated number of pages) that can be afforded the IAB agencies by planned CIG facilities.
- c. New types of equipment (such as the Telefax) that may be on the market and that can be used to replace or supplement existing and planned CIG facilities.
- d. Accession Lists as prepared by Reference Center, CIG.
- e. Budgetary considerations that must be taken into account in offering assistance to IAB agencies.
- f. Estimates of the amount of assistance that will be required by the IAB agencies.
- g. Service that can be rendered to IAB agencies by OCD "Expeditors".
- h. A proposed plan for use of CIG reproduction facilities by IAB agencies. This plan will be similar in format and approach to the plan prepared in accordance with reference b.
- i. Data to include in the budget estimate to be submitted in mid-August.

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5. Informal coordination will be effected with ICAPS, ORE, and P & A during the study in order to clarify the points in which each of these CIG offices has an interest.

6. Reports:

a. The findings under 4 1, above, will be included in the budget estimate at the appropriate time, in accordance with such instructions as may later be issued regarding the budget estimate.

b. At the conclusion of the study, a final report will be submitted with recommendations for action to be taken by CIG. If the papers needed to implement the recommendation are foreseen to be complex, their submission will be deferred until this office has approved, in principle, the recommended CIG action.

7. Initial progress check will be made on 12 August.



Colonel, G.S.C.  
Deputy Assistant Director for  
Collection and Dissemination.

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